LIBRARY HANDBOOK

Matanuska-Susitna
Community College Library
Palmer, Alaska 99645

STAFF

Phone. 745-9740
Community College Librarian (ext. 743). . Leza Madsen
Library Assistant for
Public Services (ext. 720). . . . . Marcia Colson
Library Assistant for
Technical Services (ext. 730). . . . Martha Head
. . . . Sherry Huck
Library Assistant for
Media Services (ext. 735) . . . . . Patti Jouppi

OPEN HOURS

Monday-Thursday:	8:30 a.m. - 10:00 p.m.
Friday:	8:30 a.m. - 7:00 p.m.
Semester Break and Summer (except Summer Session):	
Monday-Friday	9:00 a.m. - 5:00 p.m.

OTHER LIBRARY HOURS

Palmer Public Library

Monday-Thursday:	12:00 noon - 8:00 p.m.
Friday,Saturday:	9:00 a.m. - 5:00 p.m.
Sunday:	Closed

Wasilla Public Library

Monday:	Closed
Tuesday:	10:00 a.m. - 8:00 p.m.
Wednesday:	10:00 a.m. - 6:00 p.m.
Thursday:	10:00 a.m. - 8:00 p.m.
Friday:	10:00 a.m. - 6:00 p.m.
Saturday:	10:00 a.m. - 5:00 p.m.
Sunday:	Closed

University of Alaska, Anchorage
Consortium Library
(Reference: 786-1848)

Monday-Thursday:	7:30 a.m. - 11:00 p.m.
Friday:	7:30 a.m. - 8:00 p.m.
Saturday:	10:00 a.m. - 7:00 p.m.
Sunday:	1:00 p.m. - 8:00 p.m.

CIRCULATION PROCEDURES AND POLICIES

Although the library is primarily here to serve students and faculty, you do not have to be a registered student to check out library materials.

To check out material bring the book to the main desk (called the circulation desk). Fill out a registration card, and the clerk will stamp your book with the due date. (If there is no clerk at the desk, please ring the bell for service). Books are loaned for one month. They may be renewed for another month in person or by phone.

OVERDUES: There are no fines for overdue materials. However, a notice will be sent to you if you fail to return materials on time. Lost or damaged materials will be billed. We use a collection agency for extremely delinquent materials. If materials are not paid for, you may be denied future registration until the bill is cleared, and your library rights will be revoked.

THE LIBRARY COLLECTION

REFERENCE COLLECTION:

The library collection is divided into two types of materials--the circulating materials, which can be checked out, and the reference collection, which generally cannot be checked out.

Dictionaries, yearbooks, encyclopedias, atlases, indexes, directories, and other special materials are shelved downstairs on the right as you enter the library. In some instances, duplicate circulating copies (usually not the current edition) are located upstairs.

If there is an urgent, justifiable need, exceptions to the rule can be made for overnight use of reference materials.

PERIODICALS AND NEWSPAPERS:

Librarians refer to periodicals, newspapers, and journals as "serials". Copies of the most recent magazines, journals, and newspapers are found on the first floor. Magazines are arranged alphabetically on the shelves along the wall. The latest issue of a magazine cannot be checked out. Back issues are filed upstairs and may be checked out. Many titles are available in microfilm or microfiche, and a reader/printer is provided so that articles may be copied. A list of the library's magazine holdings is found on the shelf next to the Reader's Guide to Periodical Literature. There is also a list of serials holdings for other libraries in Alaska and the Pacific Northwest on microfiche. This can be found next to the microfiche reader in the center of the room.

RECORDS, TAPES, SLIDES, FILMSTRIPS:

A catalog of MSCC AV instructional materials is located at the circulation desk. Users may obtain and preview these items in the Listening Room.

The record collection is cataloged in the card file by artist, composer, and record title. A turntable and tapedeck with headphones is available in the Listening room.

PAMPHLET MATERIALS:

Pamphlets are filed in the "Vertical File" located on the first floor next to the stairway. A list of subjects can be found on the top of the file cabinets.

GOVERNMENT DOCUMENTS:

A small collection of federal and state government publications is available on the first floor. Materials are filed by the name of the issuing agency (example: Alaska Dept. of Transportation, U.S. Forest Service, etc.). They are arranged in LC order.

NEW BOOKS:

New additions to the library's collection are displayed on the first two shelves next to the lounge area on the first floor. For ease of browsing, they are not arranged in any order. They may be checked out like other circulating materials.

McNAUGHTON COLLECTION:

A special selection of current, popular fiction and non-fiction titles are shelved next to the new books section. These titles are leased by the library as they are materials not normally purchased. With each new monthly shipment of 20 titles, 20 older titles are returned to the company. Most of the current best-selling titles are found here. There is a file box next to the books showing the authors and titles available.

COMPUTER SOFTWARE:

Computer software packages are available at the circulation desk. Because these items are extremely expensive, you must leave your driver's license, credit card, or other I.D. at the desk when you take them out, and they may not be taken out of the building. When you return the software, your I.D. is returned to you.

AUDIO-VISUAL EQUIPMENT:

The following equipment may be checked out (for campus use only):

16mm projectors
35mm slide projectors
overhead projectors
video monitors and recorders, 3/4" or 1/2"
record players
film loop projectors, with or without sound
opaque projector
video camera
audio cassette players
screens, cables, microphones etc.

Please reserve this equipment as far in advance as possible, or we may not be able to fill the request. You must pick up and return the equipment to the library during our open hours or make arrangements for exceptions to this policy.

Instruction in the operation of this equipment is also available, just ask.

FILMS AND VIDEO TAPES:

Although the library has no film collection, we have film catalogs for the University Film Library, Alaska State Film Library and other agencies at the circulation desk. We will handle ordering and scheduling of these film titles for you. It is advisable to select more than one showing date and to book as far in advance as possible as the films are in great demand.

SERVICES

REFERENCE:

There is always a reference person on duty to assist you in finding materials. Please ask at the desk if you need assistance.

INTERLIBRARY LOAN:

If you do not find the book or materials you need in the library, the materials can be borrowed from other libraries in the area or out of state. Card catalogs of other libraries are available on microfiche next to the fiche reader in the center of the room on the first floor.

An interlibrary loan form must be filled out for each item requested. It takes from one week to a month to fill requests, but almost any request can be met.

Rapid Document Delivery: If you need a magazine article in a hurry, it can be transmitted electronically via a machine in the library called the Rapicom. The cost for this service is 60 cents per page.

AV VIEWING AND LISTENING ROOM:

In the 'Listening' room on the first floor, you will find a video monitor and recorder, slide and tape machines, filmstrip projectors, and a stereo turntable/cassette deck for your use. These are available on a first-come first-served basis.

TYPING ROOM:

There are electric typewiters available for use, free of charge, on the second floor. Please bring your own paper, correction fluid, and other supplies.

DATA BASE SEARCHING:

The library now subscribes to the Dialog computer search service. The service offers access to over 150 databases, each containing bibliographic references to materials in specialized subject fields

An average search costs $30.00. We charge $1.00 in addition to the cost of the search for students, and $10.00 plus the cost of the search for patrons who are not registered students at MSCC.

See the Librarian for further information.

ORIENTATIONS:

Group orientations for college, high school, or civic groups are invited. Please schedule these tours with the librarian as preparation time is necessary to fit the program to your special needs.

LIBRARY COURSE:

Library Skills 101 (2 credits): An introduction to finding and retrieving information in the library. The student with use of the COM catalog, indexes,and basic reference materials, learns how to select and research a topic. Check class schedule.

EXHIBITS:

The library, in conjunction with the arts committee, sponsors a monthly exhibition of art featuring local artists. Watch the local newspaper for current information. Artists wishing to exhibit please see the librarian for application procedures.

DISPLAYS:

Displays are planned by library staff. If you have an idea or suggestion for a display, please see the librarian.

COPY MACHINES:

There are three types of copy machines in the library. Near the library entrance is a photo copier for paper and books. The copies are 10 cents per page. In the listening room are microfiche and microfilm copiers. The cost of these copies is 15 cents. A change machine is located near the library entrance.

Please read the directions for use and copyright regulations posted on these machines.

RESERVE MATERIALS;

Instructors place required reading or viewing materials on "reserve" to restrict their circulation so that their students will have the opportunity to use them. The materials must be checked out at the circulation desk. Some are restricted to use within the library.

A 25 cents per day fine will be charged on reserve items.

ELECTRONIC SECURITY SYSTEM:

As part of a continuous program to improve our service, and to make more library materials available to students when they need them, we have installed a security system. The purpose of this is:

1) To remind the patron if he/she has library materials which have not yet been checked out at the circulation desk;

2) To remind the student if he/she has library materials which do not normally circulate, such as reference books.

If one attempts to remove material without checking it out first, an alarm reminder will sound. Also for this reason you may not enter or exit the library from the second floor. A loud buzzer will sound if you do.

MISCELLANEOUS NECESSITIES

SMOKING:
Smoking is prohibited in the library at all times.

EATING:
Eating is permissible with caution.

PHONES:
There is a pay phone located in the doorway next to the front entrance of the library building. Please do not ask friends, family, etc. to call you at the library as we cannot provide paging service.

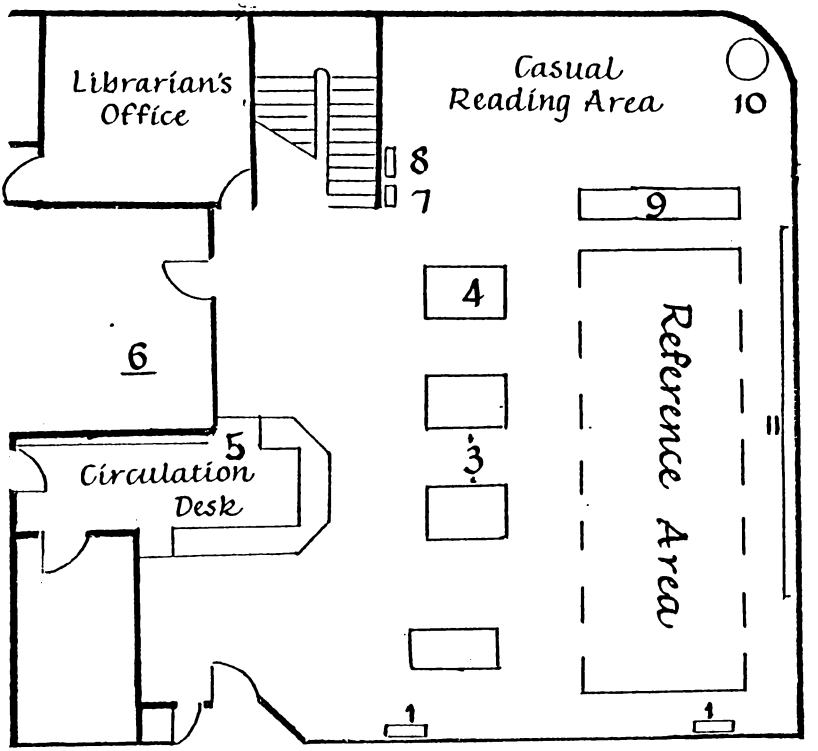
RESTROOMS:
Restrooms are located outside the library to the right of the exit.

CHANGE MACHINE:
For your convenience a bill changer is located next to the photo copier on the first floor.

BOOK RETURNS:
There is a book drop located outside the buildings near the main entrance to the library where you may return materials when the building is closed.

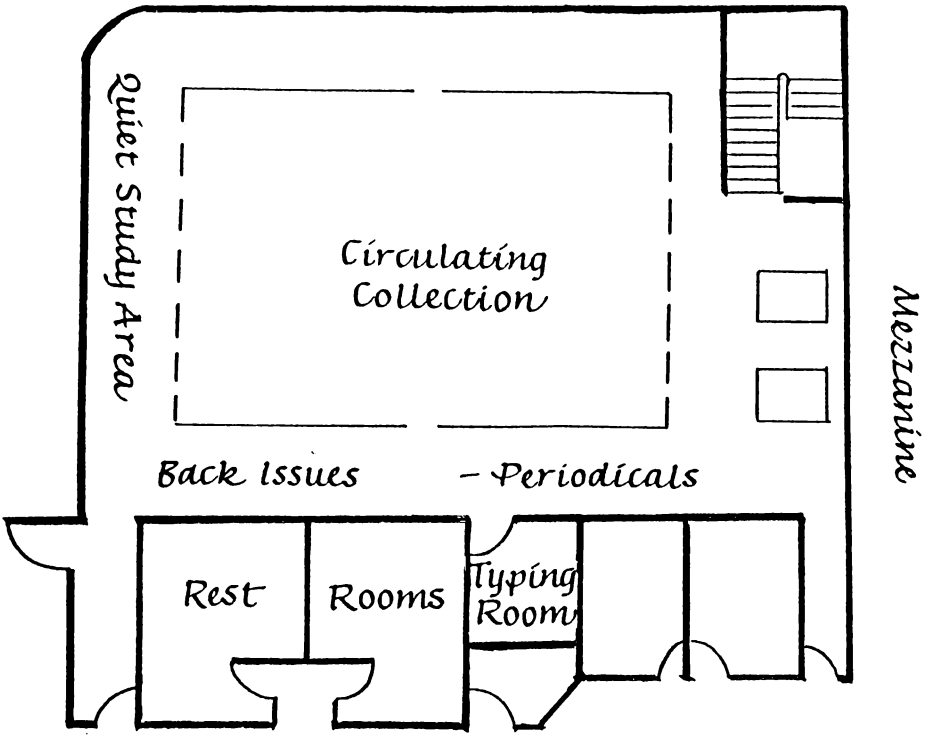
Another book drop is available in the door to return books when the library is closed but the building is open. You may use either book return.

FIRST LEVEL



1. Atlases
2. Card Catalog
3. Microfiche
4. Index Table
5. Reserves
6. Media Listening Room
7. Vertical File
8. College Catalogs
9. New Books
10. Newspapers
11. Current Periodicals

SECOND LEVEL



Access to the second level via hall elevator and northwest mezanine door is available for some handicapped persons. If library staff assistance is needed, please don't hesitate to ask.

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